

**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

Ms. Jean Kerr  
President  
Washington Chapter  
Association of Government Accountants  
P. O. Box 423  
Washington, D. C. 20044

Dear Ms. Kerr:

This is in response to your letter of 2 January 1980 to the Director of Central Intelligence in which nominations were requested for your 21st Annual Awards Program for Outstanding Achievement in the Improvement of Financial Management in Government Service.

Although the Central Intelligence Agency will not submit a nomination this year, we appreciate the opportunity to consider our employees for this award. We support your recognition of outstanding Government employees in the field of financial management and expect to have candidates in future programs.

Sincerely,

Harry E. Fitzwater  
Director of Personnel  
Policy, Planning, and Management

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# ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF WASHINGTON

Formerly FGAA

Founded September 14, 1950

P. O. BOX 423

WASHINGTON, D. C., 20044

January 2, 1980

The Honorable Admiral Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

The Washington Chapter of the Association of Government Accountants (AGA) is announcing its 21st Annual Awards Program for Outstanding Achievement in the Improvement of Financial Management in Government Service. Through this awards program, AGA, the professional accountants' organization in the Government, seeks to stimulate interest in Government service and improvements in Government financial management.

It is again a pleasure for me to request your organization's cooperation in identifying Government employees who have made outstanding contributions during Calendar Year 1979 and we welcome nominations from your agency. The nominations should be sent to Robert Kessler, Chairman, Awards Committee, Washington Chapter, Association of Government Accountants, Post Office Box 423, Washington, D.C. 20044. Your existing awards program may be used, of course, in making nominations for these awards. The awards will be presented publicly at the regular meeting of the AGA in Washington, May 8, 1980.

The nominees in the Washington, D.C. Metropolitan area will be considered for both the Washington Chapter Award and the National organization's Distinguished Leadership Award. The nominees outside the Washington, D.C. Metropolitan area should also be submitted, but they will be considered only for the AGA's National Distinguished Leadership Award. The National AGA Distinguished Leadership Award will be made at the AGA National Symposium in Boston, Massachusetts, during June 16-18, 1980.

Nominations are due by March 5, 1980, and late submissions will be considered by the Awards Committee only if extenuating circumstances in the judgment of the Committee caused excusable delay. Brochures which describe the program and set forth criteria for nominations are enclosed. It is requested that these brochures be given the widest possible dissemination. Any questions concerning the program may be sent to the above address or discussed with Mr. Kessler (426-1306).

The cooperation we have received in the past from your office is appreciated, and we look forward to receiving those nominations which you feel qualify for the described awards.

Sincerely, yours,

*Jean Kerr*  
Jean Kerr  
President

Enclosures

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**PRESENTATION.** The awards will be presented publicly at the regular meeting of the AGA of Washington, May 8, 1980. The award winners will be guests of honor. As much publicity as possible will be given award winners.

# ASSOCIATION OF GOVERNMENT ACCOUNTANTS

## WASHINGTON CHAPTER

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# ANNOUNCING THE 21st ANNUAL AWARDS PROGRAM FOR OUTSTANDING ACHIEVEMENT

## IN THE IMPROVEMENT OF FINANCIAL MANAGEMENT IN THE GOVERNMENT SERVICE 1979



## SPONSORED BY ASSOCIATION OF GOVERNMENT ACCOUNTANTS WASHINGTON CHAPTER

All nominations must be in the hands of the Committee by March 5, 1980. Mailing address as follows:  
 Robert Kessler, Chairman Awards Committee  
 P.O. Box 423, Washington, D.C. 20044

**1. PURPOSE.** The purpose of the Association of Government Accountants Awards Program is to accord special recognition of outstanding achievement in developing and improving financial management in the Government Service.

**2. TYPE OF AWARD.** The awards will be honorary in recognition of creative efforts and important contributions toward government financial management objectives. Recognition will be given by the awarding of scrolls to outstanding individuals, or groups, who meet the standards stated in these rules and guidelines.

**3. SELECTION.** From those nominated by the government agencies, selections for the awards will be made by the Awards Committee and approved by the Executive Committee.

**4. ELIGIBILITY.** A. Any person who was employed in the Government Service at the time the work being recognized was performed will be eligible for consideration for an Award. B. The individual must have a record of exceptional competence, integrity and devotion to his field of endeavor and his achievement must constitute a notably outstanding contribution to financial administration, accomplished or completed in Calendar Year 1979. Nominees in the Washington, D.C. Metropolitan area will be considered for both the Washington Chapter Award and the National organization's Distinguished Leadership Award. Nominees outside the Washington, D.C. Metropolitan area should also be submitted, but they will be considered only for the AGA's National Distinguished Leadership Award.

**5. AREA OF AWARDS.** Nominations for awards are requested (see item 7) in the area of financial management as determined by the Awards Committee. This area may include, but is not limited to such activities as:

- a. Accounting systems
- b. Auditing
- c. Budgeting
- d. Accounting operations
- e. Programming
- f. Financial reporting
- g. Automatic data processing
- h. Financial management training
- i. Performance and productivity accounting

**6. GUIDELINES AND EXAMPLES OF ACHIEVEMENT TO BE CONSIDERED.** In selecting candidates for nomination, agencies should consider accomplishments made to implement legislation designed to improve financial management planning and control techniques and which, through better use of information, have resulted in more efficient and economical operations. Examples:

- a. Developed a single integrated financial management system, based on a framework of planning and control by activity and area of responsibility, and utilizing costs as a basis of control at operating levels in tandem with fund management and control only at appropriately higher levels.
- b. Conducted a complete functional analysis of agency operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and identification of related quantitative data

for regular use in projection and performance evaluation.

c. Developed and documented an accrual accounting system in conjunction with or in contemplation of internal cost-based budgeting, designed to serve through effective reports the informational needs of an existing or planned integrated financial management system.

d. Developed and initiated a comprehensive system for the overall audit of major agency-wide programs.

e. Initiated or developed an automatic data processing system to meet the agency's financial and statistical reporting needs.

f. Developed a comprehensive financial management training program.

g. Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective management.

**7. NOMINATIONS.** Each nomination should be supported by a written justification which should cite specific examples and details. *The supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions, and should not exceed two typewritten pages.* The nomination should include the nominee's name, position, title and grade, organizational location, residence or post office address, education, degrees received and any other pertinent information. Agencies should identify awards made under their existing awards program as a basis for selecting nominees.

THESE NOMINEES WILL ALSO BE CONSIDERED FOR THE AGA'S NATIONAL "DISTINGUISHED LEADERSHIP AWARD."